

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 3 April 1961

FROM : Acting Chief, Management Analysis Staff,  
(DD/P Area)SUBJECT: Information for Hull Committee Report  
(Covering 2 Oct. 1960 to 3 Apr. 1961)

The following are the most significant contributions of this Staff since 2 Oct. 1960:

1. A study of the non-CIA cable dissemination function resulted in transfer of the OCR Cable Center and part of RI/DS to the Cable Secretariat. This change effected a number of improvements in the administration of the function and in the service provided.
2. A proposed reorganization of RID Files was accepted. The reorganization permits the work processing to be put on a functionalized basis and assures better supervisory control. A number of procedural changes were included in this study.
3. A staffing guide was developed for the [redacted] of RID/[redacted]. The guide was used in determining the number of people necessary to perform the workload and provides a basis for detailing analysts to special projects, in accordance with variations in the work backlogs.
4. Developed instructions for use by headquarters DD/P RMO's in conducting records inventories, taking disposition action, and preparing records schedules. Similar, but more simplified, instructions and forms were developed for use at small field stations by personnel without records management experience.
5. Recommendations were accepted for improving pouch service for Confidential and Unclassified materials addressed to certain Far East stations. The changes cut the average transit times approximately in half and increased the frequency of runs with no additional cost to the Agency.
6. Completed a work simplification study of FE Support Staff procedures, resulting in 36 recommendations.

*The majority of these recommendations have been accepted; the remainder are being studied.*

25X1

7. Prepared a ☐ prescribing minimum security accountability records in the DDP for various types of classified documents. Based on this notice, a standard log and internal control procedure for Area Divisions and Staffs was provided the DD/P-RMO. Adoption of this standard procedure will substantially reduce the current manhour requirements for logging and controlling documents *and has been accepted*
8. A preliminary survey of SR ☐ was completed. The report covered 17 problem areas with recommendations for corrective action. The report was approved and we are now developing the recommendations to improve the internal management. 25X1A
9. Completed a study with recommendations covering standards for procurement, maintenance, and use of writing supplies and equipment as they relate to Project WALNUT. *These recom's have been accepted and are now being put into effect.*
10. An analysis of Official Cover files was made to determine minimum record requirements. This resulted in identifying a high proportion of correspondence which can be destroyed without filing and the adoption of a form for summarizing integration actions. *This proposal is now being put into effect.*

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